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UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Adjustment Administration
Tobacco Section

Washington, D. C.

Instructions for Determination

of

Flue-Cured Tobacco Farm Marketing Quotas for 1938

(Issued pursuant to the Agricultural Adjustment Act of 1938 as amended)

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Part 1. Procedure for Determination of Flue-Cured Tobacco Marketing Quotas

Section I. General Outline of Method of Establishing Farm Marketing Quotas. This section outlines, in general terms, the procedure for establishing flue-cured tobacco farm marketing quotas in accordance with the provisions of the Agricultural Adjustment Act of 1938. The term "tobacco" as used in these instructions means flue-cured tobacco unless otherwise indicated.

A. Farms for Which Quotas Will be Established.

A marketing quota will be established for each farm on which tobacco is produced in the year 1938. For the purpose of establishing farm marketing quotas, farms are divided into two general classes:

1. Old Farms. -- Farms producing tobacco in 1938 and on which tobacco also was produced in one or more of the four years, 1934-37 will be referred to as "old farms". An old farm will also be referred to as a "large farm" if for the three years, 1935-37, the average tobacco production and diversion was more than 3200 pounds, and as a "small farm" if the three-year average was 3,200 pounds or less. Diversion means the normal production of the acres on the farm diverted from the production of tobacco during the three years, 1935-37, under agricultural adjustment or conservation programs.
2. New Farms. -- Farms on which tobacco is produced in the year 1938 for the first time since the year 1933 will be referred to as "new farms".

B. Basis for the Establishment of Farm Marketing Quotas.

1. Old Farms. -- (a) Quotas for all old farms will be established by allotting the State marketing quota among such farms on the basis of the following factors:

(1) past marketings of tobacco, making due allowance for abnormal weather conditions and plant diseases; (2) land, labor, and equipment available for the production of tobacco; (3) crop-rotation practices; and (4) the soil and other physical factors affecting the production of tobacco. The quota for an old farm will not be less than the smaller of 3,200 pounds or the three-year (1935-37) average tobacco production and diversion.

(b) An addition to the State quota, of a number of pounds not exceeding four percent of such quota, will be used in the State to increase quotas for old farms which are inadequate in view of the past production of tobacco on the farm.

2. New Farms.--Marketing quotas will be established for new farms by the allotment among such farms of a number of pounds equal to three percent of the national marketing quota of 705,000,000 pounds. These allotments will be made upon the basis of the same factors as for old farms, except past marketings of tobacco. The marketing quota established for a new farm cannot be more than 75 percent of the quota which would be established for an old farm which was similar with respect to such factors.
- C. Determination of Normal Marketings -- The first step in the procedure for the establishment of farm marketing quotas will be to determine for each farm on which tobacco is produced in 1938 a "normal marketings" based upon the same factors as are required to be taken into consideration in establishing farm marketing quotas (Sec. II). The normal marketings for old farms will be the sum of (1) seventy-five percent of the "adjusted past marketings" which will be calculated as to take into account the marketings from the farm during the three years 1935-37 (making due allowance for abnormal weather conditions and plant diseases) and the soil and other physical factors affecting the production of tobacco on the farm (Sec. II, A), and (2) 25 percent of the marketings indicated by the land, labor and equipment available for the production of tobacco on the farm (Sec. II, B). The normal marketings for new farms will be 100 percent of the marketings indicated by the land, labor and equipment available for the production of tobacco on the farm (Sec. II, B). However, the normal marketings for a farm computed as indicated above, will be subject to certain limitations (Sec. III). These limitations will be measured by a factor representing the acreage necessary to permit crop-rotation practices on the farm (Sec. III, B) and also by the 1938 acreage of tobacco on the farm (Sec. III, A), the land, labor and equipment available for the production of tobacco on the farm in 1938 (Sec. III, C) and the past marketings of tobacco (Sec. III, D).
- D. Establishment of Farm Marketing Quotas on the Basis of Normal Marketings. -- Farm marketing quotas will be established by adjusting normal marketings in the following manner:
 1. Old Farms.--The total of the normal marketings of all old farms in each State will be brought within the State marketing quota by adjusting the normal marketings of each old farm in the State by a uniform percentage. The normal marketings for old farms, after being thus adjusted, will be subject to such further adjustment as is necessary in order to provide each such farm with a "minimum quota" (the smaller of 3,200 pounds or the three-year, 1935-37, average production plus diversion)

and at the same time keep the total of the quotas for all such farms within the State quota. Normal marketings for a farm, as finally adjusted, will constitute the farm marketing quota (Sec. IV, A).

Farm Marketing quotas, established as indicated above for old farms, will be increased if they are found, under prescribed standards, to be inadequate in view of past production on the farm. The 4 percent addition to the State marketing quota will be used for this purpose. (Sec. IV, C).

2. New Farms. -- The total marketing quotas of all new farms will be brought within the amount represented by three percent of the national quota of 705,000,000 pounds by adjusting the normal marketings for all new farms in the United States by a uniform percentage. The normal marketings for a new farm, thus adjusted, will be the farm marketing quota (Sec. IV, B).

- E. Detailed Procedure -- The detailed procedure for the establishment of farm marketing quotas, in the manner outlined above, is set forth in the following sections of these instructions:

Section II. Procedure for Calculation of Normal Marketings. The data for use in calculating normal marketings will be collected and tabulated by county offices in accordance with Sections VI to IX of these instructions.

The normal marketings for each old farm will be seventy-five percent of the adjusted past marketings as calculated pursuant to subsection A below, plus twenty-five percent of the marketings for the farm indicated by land, labor and equipment, as calculated pursuant to subsection B below. The normal marketings for each new farm will be the marketings indicated by the land, labor and equipment available for the production of tobacco on the farm. If necessary, adjustments of the normal marketings for a farm will be made pursuant to Section III below.

A. Calculation of Adjusted Past Marketings.

- (1) The adjusted past marketings for any farm will be the largest of the following three items:
 - (a) $33\frac{1}{3}$ percent of the total harvested and diverted acreage in the three years, 1935-37, multiplied by the farm yield;
 - (b) 40 percent of the total harvested and diverted acreage in the two years of the three years, 1935-37, in which such acreage was the highest, multiplied by the farm yield;

- (c) 60 percent of the highest harvested and diverted acreage in any one of the three years, 1935-37, multiplied by the farm yield;

Provided, that, if, for any farm, the average of the marketings from the farm and of the normal production of tobacco on the diverted acreage during the three years, 1935-37, is greater than any of the items (a), (b), or (c) above, and records satisfactory to the community and county committees have been presented in support of all marketings, reported by the operator, the three-year average of marketings and diversion shall be used in lieu of items (a), (b), or (c) above.

- (2) The harvested acreage shall be the acreage actually harvested on the farm, except that if the community and county committees find that, because of flood, drought, hail or blue-mold, the harvested acreage of tobacco for the farm in any of the three years, 1935-37, was less than 60 percent of the base acreage established for the farm for such year under the agricultural adjustment or conservation program the harvested acreage for such year shall be adjusted to 70 percent of such base acreage.
- (3) The farm yield shall be the 1935 yield per acre of tobacco for the farm, if such yield is known, provided that such yield shall be fixed at not more than 300 pounds below the county average yield ¹/for 1935, nor more than the larger of (a) 300 pounds above the 1935 county average yield, or (b) the average yield per acre for the farm for the three years 1935, 1936 and 1937. If the committee finds that because of flood, drought, hail or blue-mold the 1935 yield per acre for any farm was materially lower than the yield which otherwise would have been obtained, the committee shall assign as the farm yield that yield which it finds to be normal for the farm, taking into consideration the yields on farms in the locality which have similar types of soil, provided that such yield shall not be more than the higher of the 1936 or 1937 yield per acre for the farm. If the 1935 yield for a farm is not known, the 1935 community average yield ¹/shall be used.

¹/ The 1935 community average yield and the 1935 county average yield shall be determined by calculating the simple average of the 1935 tobacco yields per acre for a representative sample of tobacco farms in each community and in the county. A "representative sample" shall be 20 percent or more of the tobacco farms from each of the communities in the county. The farms included in the sample shall consist, as far as practical, of alternate farms (i.e., every third, fourth or fifth farm listed on Form 38-Tobacco 10) in each community.

If the 1935 county or community average yield cannot be established because the 1935 yields for farms in such county or community are not known, the average yield for the nearest county or community which the State committee finds to be most similar with respect to type of soil, topography and productivity to such county or community, as the case may be, shall be used. If, for any community, the committee finds that the 1935 average yield was reduced materially because of flood, drought, hail or blue-mold, the county committee shall make recommendations to the State committee with respect to an adjusted yield for the community and the State committee shall establish a 1935 yield for the community on the basis of the recommendations of the county committee and other available information.

B. Calculation of Marketings Indicated by Land, Labor, and Equipment.

1. County land- and labor-cash crops factors -- For each county in which tobacco is produced in 1938, a county land-cash crops factor and a county labor-cash crops factor shall be established by computing the following items with respect to a representative sample 2/ of tobacco farms:

- (a) The acres of cropland;
- (b) The 1937 harvested and diverted acres of flue-cured tobacco;
- (c) The sum of:
 - (1) the number of acres of tobacco other than flue-cured tobacco on such farms in 1937; (2) one-half of the number of the harvested and diverted acres of cotton on such farms in 1937; (3) one-half of the number of acres of peanuts harvested for nuts on such farms in 1937; (4) one-half of the number of acres of commercial truck and vegetables (including Irish potatoes) on such farms in 1937.
- (d) The number of families on such farms in the year 1938;
- (e) Item (a) shall be divided into the sum of item (b) and (c) and the quotient shall be the "county land-cash crop factor."
- (f) Item (d) shall be divided into the sum of (b) and (c) and the quotient shall be the "county labor-cash crop factor."

2. Land.

- (a) Multiply the number of acres of cropland in each farm by the county land-cash crops factor.

2/ Same as described in footnote one.

- (b) From item (a) above, subtract the sum of: (1) the number of acres of tobacco other than flue-cured tobacco on the farm in 1937; (2) one-half of the number of the harvested and diverted acres of cotton on the farm in 1937; (3) one-half of the number of acres of peanuts harvested for nuts on the farm in 1937; (4) one-half of the number of acres of commercial truck and vegetables (including Irish potatoes) on the farm in 1937.
- (c) The number of acres obtained under item (b) above, will represent the land available for the production of tobacco on the farm in relation to other farms.

3. Labor.

- (a) Multiply the number of families on each farm by the county labor-cash crop factor.
- (b) From item (a) above, subtract the sum of: (1) the number of the harvested and diverted acres of tobacco other than flue-cured tobacco on the farm; (2) one-half the number of harvested and diverted acres of cotton on the farm in 1937; (3) one-half of the number of acres of peanuts harvested for nuts on the farm in 1937; (4) one-half of the number of acres of commercial truck and vegetables (including Irish potatoes) on the farm in 1937.
- (c) The number of acres obtained under item (b) above will represent the labor available for the production of tobacco on the farm in relation to other farms.

4. Equipment. --Compute for each farm the average acreage capacity of the flue-cured tobacco curing barns on the farm in condition for use in 1938. The average acreage capacity of such barns will be computed as follows:

<u>Size Barn</u>	<u>Average Acres Capacity</u>
16' x 16'	4
16' x 18'	5
16' x 20'	6
20' x 20'	7

5. Land, Labor and Equipment. -- Marketings for a farm as indicated by the land, labor and equipment available for the production of tobacco on

the farm will be one-third of the sum of the number of acres computed for the farm under "land," "labor", and "Equipment" (items 2, 3 and 4,) multiplied by the farm yield.

Section III. Adjustments of Normal Marketings. -- Normal marketing for a farm computed as provided in Section II shall be adjusted as follows:

- A. Marketings in Relation to 1938 Acreage of Tobacco.-- The normal marketings for any farm shall not be greater than the number of pounds obtained by multiplying the farm yield by 150 percent of the 1938 acreage of tobacco on the farm.
- B. Marketings in Relation to Acreage Required for Minimum Crop-Rotation Practices. The normal marketings for any farm shall not be greater than the number of pounds obtained by multiplying a percentage of the cropland in the farm by the farm yield. The percentage of cropland shall be 40 to 50 percent, increasing above 40 percent by 1 percent for each acre by which the cropland in the farm is less than 25 acres.
- C. Marketings in Relation to Land, Labor and Equipment and to 1938 Acreage -- For any farm for which the "adjusted past marketings" was the number of pounds obtained by multiplying 33-1/3 percent of the harvested and diverted acreage on the farm for the three years (1935-37) by the farm yield and to which B above is not applicable, the normal marketings shall not be less than 90 percent of the smaller of:
 - (1) The marketings indicated by land, labor and equipment available for the production of tobacco; or
 - (2) 150 percent of the acreage of flue-cured tobacco to be harvested on the farm in 1938 multiplied by the farm yield.
- D. Marketings in Relation to Past Marketings -- In no case shall the normal past marketings for any farm be more than twice as large as the "adjusted past marketings" for the farm.

Section IV. Calculation of Farm Marketing Quotas from Normal Marketings -- Farm marketing quotas will be established by adjusting normal marketing determined as provided in Sections II and III above, and apportioning the 4 percent addition to the State quota, as follows:

A. Old Farms.

- (1) The normal marketings for all old farms (large and small) in each State will be adjusted by a uniform percentage (determined by the State office and the Agricultural Adjustment Administration) so as to equal the State marketing quota.
- (2) There will be allocated to each such farm a "minimum quota" equal to the three-year average (1935-37) for the farm of marketings and diversion but not more than 3,200 pounds. The sum of such "minimum quotas" for all farms in each State will be deducted from the State quota.
- (3) There will be subtracted from the normal marketings for each farm, as adjusted under item 1 above, the "minimum quota" for the farm. The resulting figure will be the "excess" for the farm.
- (4) The "excess" for all farms in each State will be reduced by a uniform percentage so as to equal the amount of the State quota remaining after subtraction therefrom of the total (computed under item 3) "minimum quotas" for all farms in the State.
- (5) The marketing quota for each farm will be the "minimum quota" for the farm plus the "excess" (if any) for the farm as adjusted under item 4 above.

B. New Farm. -- The total of the normal marketings for all new farms will be reduced so as to equal three percent of the national marketing quota of 705,000,000 pounds. This adjustment will be made by reducing the normal marketings for all new farms by a uniform percentage. The normal marketing for a new farm adjusted as indicated will be the farm marketing quota.

C. Four Percent Addition to the State Quota. -- A number of pounds equal to 4 percent of the farm quotas established (pursuant to A above) for all old farms in each county will be apportioned among such farms. The apportionment to each such farm shall be made in proportion to the amount by which the farm marketing quota is less than the smaller of the adjusted past marketings for the farm or 150 percent of the 1938 acreage of tobacco times the farm yield.

Section V. Definitions. As used in these instructions and in all forms and documents in connection therewith, unless the context or subject matter otherwise requires:

1. ACT means the Agricultural Adjustment Act of 1938 and any amendments thereto.
2. SECRETARY OF AGRICULTURE means the Secretary of Agriculture of the United States.
3. ADMINISTRATOR means the Administrator of the Agricultural Adjustment Administration of the United States Department of Agriculture.
4. STATE OFFICE means those persons or committees in the State who, under authorization by the Secretary of Agriculture, are responsible for the administration in the State of the Agricultural Adjustment Act of 1938.
5. STATE COMMITTEE means the group of persons designated within any State to assist in the administration in the State of the Agricultural Adjustment Act of 1938.
6. COMMITTEE means a committee within a county or community utilized under the Agricultural Adjustment Act of 1938. "County committee", "community committee", or "local committee" shall have corresponding meanings in the connection in which they are used.
7. COUNTY OFFICE means those persons or committees in the county who, under authorization by the Secretary of Agriculture, are responsible for the local administration of the Agricultural Adjustment Act of 1938.
8. FAMILY means a body of persons who live on the farm in 1938 in one house and under one head, and who are working regularly on the farm in 1938.
9. DIVERSION means the normal production on diverted acreage; diverted acreage for a farm for any year means the acres on the farm diverted from the production of tobacco during such year under the agricultural adjustment or conservation program for such year.
10. PERSON means an individual, partnership, firm, joint-stock company, corporation, association, trust, estate, or any agency of a State or of the Federal Government. The term "person" shall include two or more persons having a joint or common interest. Words importing the masculine gender may be construed or applied in the feminine or neuter gender wherever the context or application of such words so requires or permits.

11. OWNER or LANDLORD means a person who owns farm land and rents such land to another person or operates such land.
12. CASH TENANT or STANDING-RENT TENANT or FIXED RENT TENANT means a person who rents land from another for a fixed amount of cash or a commodity to be paid as rent.
13. SHARE TENANT means a person other than a share-cropper who rents land from another person and pays as rent a share of the crops or the proceeds thereof.
14. SHARECROPPER means a person who works a farm in whole or in part under the general supervision of the operator and is entitled to receive for his labor a share of a crop produced thereon or the proceeds thereof.
15. OPERATOR means a person who as a landlord or cash tenant or standing or fixed-rent tenant is operating a farm and is entitled to receive all or a portion of the crops produced thereon or the proceeds of such crops, or who as a share tenant in operating a whole farm and is entitled under a written or oral lease or agreement to receive a portion of the crops produced thereon or of the proceeds of such crops.
16. PRODUCER or FARMER means a person who is entitled to a share of the tobacco crop, or the proceeds thereof, produced on the farm in 1938, as owner, landlord, cash tenant, standing-rent tenant, fixed-rent tenant, share-tenant or sharecropper. The term "producer" or "farmer" also includes a wage hand (or cropper) who as a laborer on a farm instead of receiving daily or other cash wages for his labor receives either all the tobacco produced by him or another on an agreed or specified acreage or all the tobacco produced on an agreed or specified portion of the acreage cultivated by him or another.
17. FARM means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:
 1. Any other adjacent or nearby farm land operated by the same person (as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other land) the inclusion of which is requested or agreed to, within the time and in the manner specified by the Agricultural Adjustment Administration, by the operator and all the owners who are entitled to share in the proceeds of the crop on any of the land to be included in the farm, which request and agreement shall be applicable to

designation of the land included in such farm both under the 1938 Agricultural Conservation Program and under these instructions:

2. Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops;

PROVIDED, That land not under the same ownership shall be included in the same farm only if the county committee determines that all of such land is customarily regarded in the community as constituting one farm. A farm shall be regarded as located in the county or the local administrative area within the county, as the case may be, in which the principal dwelling is situated, or if there is no dwelling thereon it shall be regarded as located in the county or local administrative area, as the case may be, in which the major portion of the farm is located.

18. TOBACCO means flue-cured tobacco unless otherwise indicated.
19. FLUE-CURED TOBACCO means tobacco classified in Service and Regulatory Announcement Numbered 118 of the Bureau of Agricultural Economics of the Department, as types 11, 12, 13 and 14 collectively known as flue-cured tobacco.
20. FARM MARKETING QUOTA means a flue-cured tobacco marketing quota established for a farm under section 313 of the Agricultural Adjustment Act of 1938.
21. CROPLAND means farm land tilled annually or in regular rotation, excluding commercial orchards.

Part 2. Collection of Data and Detailed Description of Forms and Calculations in Connection with the Determination of Flue-Cured Tobacco Farm Marketing Quotas.

Section VI. INFORMATION REQUIRED FOR CALCULATION OF FARM QUOTAS

County offices will notify the operator of each farm on which tobacco is produced in 1938 as to the information required for determination of the farm marketing quota. A copy of Form 38-Tobacco 7, "Sales Record Sheet" shall be sent to the operator with the notice.

County offices may designate places at which committeemen or clerks will be available on specified days to enter information on Form 38-Tobacco 8, "Farm Data Sheet." If the operator of a farm fails to submit the information by the date specified, committeemen or supervisors will obtain the information through visits to the farm.

The operator should be requested to prepare a list of tobacco marketings on Form 38-Tobacco 7 from warehouse bills or farm accounts, and to submit the bills or accounts together with the list for checking by committeemen, supervisors, or clerks when other information required on Form 38-Tobacco 8 is submitted. A separate list should be prepared for each farm.

Corrections will be made in the listed sales at the time warehouse bills or accounts are presented for checking. The list of sales as corrected will be attached to the Farm Data Sheet and any calculation necessary to obtain or check totals can be made at the county office.

The county code will be stamped or written, (preferably with a red or blue pencil) across each warehouse bill or each page of an account so as to indicate that the record has been presented in support of marketings.

Each of the spaces for an entry on Form 38-Tobacco 8, "Farm Data Sheet" is numbered on a copy of the form and a description of entries is given on pages 14 to 17 of these instructions.

While information is being collected on Form 38-Tobacco 8, "Farm Data Sheet", clerks in the county office shall enter on Form 38-Tobacco 9, "Farm Quota Sheet" data already available from records in the office. Data from Form 38-Tobacco 8, "Farm Data Sheet" shall be entered on Form 38-Tobacco 9, "Farm Quota Sheet" as received. Each of the spaces for an

entry on Form 38-Tobacco 9 is numbered and a copy of the form and a description of the entries is given on pages 18 to 22 of these instructions.

Section VII. EXTENT OF CALCULATIONS AND RULE OF FRACTIONS

All acreages (except the county labor-cash crops factor) shall be calculated to the nearest one-tenth (.1) of an acre. The county labor-cash crops factor shall be calculated to the nearest whole acre. All percentages shall be calculated to the nearest whole percent. Fractions of more than five-tenths (.5) or five-hundredths (.05), as the case may be, shall be rounded upward and fractions of five-tenths (.5) or less or five-hundredths (.05) or less, as the case may be, shall be dropped.

All yields per acre shall be calculated to the nearest 10 pounds. Between intervals of ten, amounts of more than five pounds shall be rounded upward and amounts of five pounds or less shall be dropped.

All marketings figures resulting from multiplication of acreage by farm yields shall be calculated to the nearest 100 pounds. The three-year average of reported marketings and diversion shall be rounded to the nearest 100 pounds in all cases. Between intervals of 100, amounts of more than 50 pounds shall be rounded upward and amounts of 50 pounds or less shall be dropped.

SECTION VIII. Description of Entries on Farm Data Sheet.

Entry Number	Entry	Source of Entry
1-5	Entries as described on Form	1938 county office records.
6-14	Name of head of family	1938 operator.
15-23	See footnote 1 on Form.	1938 operator
24	Total number of heads of family	Total number of families listed in Col. B, lines 1 through 9 and any supplementary listing.
25	Entry as described on Form	1938 operator.
26-29	Number of tobacco curing barns	1938 operator.
30-34	Entries as described on Form	Calculations as indicated on Form.
35	1938 measured acreage flue-cured tobacco, if available.	County office records.
36	Operator's statement of 1938 flue-cured tobacco acreage	1938 operator, (This Statement should be obtained in all cases, and if necessary, it should be adjusted to conform with estimates of committeemen or supervisors.)
37-39	Sum of entries on "Sales Record Sheet" for each year for which bills are submitted.	1938 operator.

Warehouse bills submitted in support of reported marketings shall be accepted by committeemen only when such warehouse bills have been entered on a "Sales Record Sheet" furnished to the producer for such purpose. Committeemen will check such warehouse bills against the entries on the Sales Record Sheet and stamp or enter (with a red or blue pencil) the

Entry Number	Entry	Source of Entry
	<p>county code on each warehouse bill entered on the Sales Record Sheet and accepted. Any entry on the Sales Record Sheet which is not acceptable will be crossed out. Totals will be made for reported marketings in each year on the Sales Record Sheet in the county office and entered in Column B, Section IV of the Farm Data Sheet. The Sales Record Sheet will be filed with the producer's other 1938 tobacco forms in the county office.</p>	
40-42	Sum of marketings from farm	1938 operator. Enter county code, on each page as indicated for warehouse bills.
43	Sum of 1935 Tax Payment Warrants	County office records.
44-46	Operator's estimated pounds for each year reported.	1938 operator.
47-49	Reported past marketings of tobacco adjusted by the committee.	Committee adjustment (See footnote 4 on Form).
	<p>In making adjustments, committeemen should be careful to determine accurately the reported marketings for small farms with a 3-year average of 3200 pounds or less, as such average will determine the minimum quotas which are required by the Act to be established for such farms.</p>	
50-52	Initials of community committeeman for committee.	Community committeemen. (See footnote 4 on Form).
53-55	Initials of county committeeman for committee.	County committeemen. (See footnote 4 on Form).
	<p>Community and County committeemen will initial Column G and H, respectively, only when an adjustment has been made in Column F. Initials of a member of the community committee and of county committee both are required in all cases where adjustment (s) are made. Adjustment(s) for each year should be initialed separately.</p>	
56	Year, cause and estimated damage from abnormal conditions. For example, "1936, blue-mold reduced crop from 12 to 6 acres;" or "1937, hail destroyed 80 percent of crop."	1938 operator.
57-60	Entries as described on Form	As described on Form

FARM DATA SHEET

1938 FLUE-CURED TOBACCO MARKETING QUOTA

3

(Community)

4

(1938 Operator)

5

(Address)

Section I. Labor Working Regularly on Farm in 1938

Section II. Tobacco Curing Barns on Farm in Condition for Use in 1938

Name of head of family	Indicate Tenure 1/	Size Barn	No. Barns	Average Acres Capacity	No. Barns X Av. Acres Capacity
A	B	A	B	C	D
1. 6	15	11. 16'x16'	26	4	30
2. 7	16	12. 16'x18'	27	5	31
3. 8	17	13. 16'x20'	28	6	32
4. 9	18	14. 20'x20'	29	7	33
5. 10	19	15. Total acres capacity			34
6. 11	20	Section III. Acreage of Flue-Cured Tobacco to be harvested on this farm in 1938			
7. 12	21	16. (a) Measured			35
8. 13	22	(b) Operator's Statement...			36
9. 14	23				
10. (a) Total number of heads of families	24	10. (b) Number tenant houses occupied in 1938			25

Section IV. Reported Marketings of Tobacco and Supporting Records

Year	Warehouse Bills (pounds) 2/	Farm 2/ Account (pounds)	Warrants (pounds) 3/	2/ Estimate (pounds)	Committee Adjusted (pounds) 4/	Initialed for Committee by 4/	Community	County
A	B	C	D	E	F	G	H	
17. 1935	37	40	43	44	47	50	53	
18. 1936	38	41	xxxx	45	48	51	54	
19. 1937	39	42	xxxx	46	49	52	55	

20. Indicate years affected by abnormal conditions, and cause and amount of estimated damage for each year

I hereby certify that the data entered herein (other than the adjusted marketing figures (if any) in Column F of Section IV) are in accordance with information furnished by me and that such data to the best of my knowledge and belief are correct.

57

(Date)

58

(Signature of operator or his representative)

I hereby certify that the data entered herein are in accordance with information furnished to me by the operator or his representative.

59

(Date)

60

(Committeeman or County Office Clerk)

- 1/ Indicate whether Operator (O), Share tenant (T), Share-cropper (C), or Wage hands (W). Include operator's family only if working on farm, but do not count operator's family for more than one farm. An overseer's or superintendent's family can be included as "wage hands", but not on more than one farm.
- 2/ Enter the pounds of tobacco sold from the farm in each of the years 1936 and 1937 in Columns B, C or E, whichever is applicable.
- 3/ County office will enter total of sales obtained from tax payment warrants.
- 4/ The reported marketings for any year shall be adjusted by the committee if it determines that the amount of such marketings as shown by the records submitted by the operator, or as estimated by him, is larger than the amount of tobacco which reasonably could be expected to have been marketed from the farm in such year. The determination of the committee should take into consideration the acreage planted to tobacco on the farm in such year, the yield on the farm in years for which records acceptable to the committee are available, the yields obtained in such year on other farms in the same community which are similar with respect to soil, topography, and production facilities, and the community average yield for such year. The adjusted marketings for any one year shall be the amount of tobacco which the community committee working under supervision of the county committee finds on the basis of the factors indicated in the sentence above could reasonably be expected to have been marketed from the farm in such year. All adjusted marketings shall be initialed by a community committeeman on behalf of the community committee and by a county committeeman on behalf of the county committee.

SECTION IX. DESCRIPTION OF ENTRIES ON FARM QUOTA SHEET

Entry Number	Entry	Source of Entry
1-4	Entries as described on form	1938 county office records
5-7	1935, 1936 and 1937 base acres	County office records
8-10	1935, 1936 and 1937 harvested acres	County office records

If the county office records do not show the harvested acreage for any year due to the fact that such acreage was not measured in connection with the agricultural adjustment or conservation program in such year, the acreage reported by the operator as having been harvested in such year shall be adjusted (except in those cases where the adjustments have already been made) if the committee determines that such reported acreage is larger than the number of acres which reasonably could be harvested in such year. The committee's determination should take into consideration the acres of curing barn space available, the cropland, the acres of other crops grown on the farm and the labor on the farm for such year. The adjusted harvested acreage for any one year shall be an acreage which the committee finds on the basis of the factors indicated in the sentence above could reasonably be expected to have been produced on the farm in such year. Any necessary adjustment of reported harvested acres should be made on the form from which obtained prior to entry on the Farm Quota Sheet.

11	1935 rented acres	Base minus harvested acres, but not over 15 percent of 1935 tobacco base.
12	1936 diverted acres	Base minus harvested acres, but not over 30% of 1936 tobacco base.
13	1937 diverted acres	Base minus harvested acres, but not over 25% of 1937 tobacco base.
14-16	Harvested acres adjusted for abnormal conditions	(Footnote 1 on Form)
17-19	Adjusted harvested and diverted acres	Col. D plus Col. E on Farm Quota Sheet.
20-22	Pounds of tobacco sold from the farm in each of the years 1935-37 as adjusted by the committee on Farm Data Sheet.	Section III, Column F on Farm Data Sheet.

Entry Number	Entry	Source of Entry
23	Initials of one county committeeman for county committee; or of clerk designated by county committee.	(See footnote 2 on Form).
24	Total diverted acreage for years 1935-37	Sum of Col. D, lines 1, 2 and 3.
25	Farm yield (nearest 10 pounds).	See footnote 3 on Form, and Instructions, Sec. II, page 4.
26	Total normal production on diverted acreage for years 1935-37.	Calculation as indicated on Form.
27	Total reported marketings for years 1935-37.	Sum of Col. G, lines 1, 2 and 3.
28	Total reported marketings plus total diversion for years 1935-37.	Entry 26 plus entry 27.
29	Three-year average marketings and diversion.	One-third of entry 28.
30	Total adjusted harvested and diverted acreage for years 1935-37.	Sum of Col. F, lines 1, 2 and 3.
31	Total adjusted harvested and diverted acreage for two highest years 1935-37.	Sum of two highest entries in Col. F, lines 1, 2 and 3.
32	Adjusted harvested and diverted acreage for highest year 1935-37.	Largest entry in Col. F, lines 1, 2 and 3.
33-35	Entries as described on Form.	Calculation as indicated on Form.
36	Farm yield.	Same as entry 25.
37	Pounds (nearest 100 pounds)	Largest acreage in Col. C, Sec. II, times farm yield.
38	Adjusted past marketings.	As described on form.

Entry Number	Entry	Source of Entry
39	Cropland in farm.	County office records.
40	County land-cash crops factor (nearest whole percent).	Obtained by dividing the sum of items 7(f), plus the 1937 harvested and diverted acres of flue-cured tobacco, for a representative sample of farms (not less than 20% of the tobacco farms in the county, including tobacco farms from each community) by the sum of the cropland for the same farms.
41	Entry as described on Form.	Calculation as indicated on Form.
42-44	Entries as described on Form.	County office records.
45-47	Entries as described on Form.	Calculations as indicated on Form.
48	Entry as described on Form.	County office records.
49	Adjusted acres cash crops for the farm other than flue-cured tobacco.	Sum of entries 45 through 48.
50	Land available for tobacco.	Entry 41 minus entry 49. If negative, enter zero.
51	Number of families on farm.	Farm Data Sheet, line 10(a).
52	County labor-cash crops factor (nearest whole acre).	Divide the sum of items 7(f) plus the 1937 harvested and diverted acreage of flue-cured tobacco, as obtained for entry 40, by the total number of families on the same farms.
53-55	Entries as described on Form.	As indicated on Form.
56	Entry as described on Form.	Farm Data Sheet, line 15.

Entry Number	Entry	Source of Entry
57.	Entry as described on Form.	Sum of entries 50, 55 and 56.
58.	One-third of acres indicated by land, labor and equipment.	One-third of entry 57.
59.	Farm yield.	Same as entry 25.
60.	Marketings indicated by land, labor and equipment. (nearest 100 pounds)	Calculation as indicated on Form.
61.	Three times adjusted past marketings.	Three times entry 38.
62.	Marketings indicated by land, labor and equipment.	Same as entry 60.
63.	Entry as described on form.	Calculation as indicated on Form.
64.	Marketings indicated by adjusted past marketings and land, labor and equipment.	Calculation as indicated on Form.
65.	One and one-half times 1938 acreage of flue-cured tobacco.	Farm Data Sheet, line 16(a), if available, otherwise line 16(b).
66.	Farm yield.	Same as entry 25.
67.	Maximum marketings indicated by 1938 acreage of flue-cured tobacco (nearest 100 pounds)	Calculation as indicated on Form.
68.	Percentage factor.	(See footnote 4 on Form).
69.	Cropland in farm.	Same as entry 29.
70.	Entry as described on Form.	Calculation as indicated on Form.
71.	Farm yield.	Same as entry 25.

Entry Number	Entry	Source of Entry
72.	Marketings adjusted for minimum crop rotation practices (nearest 100 pounds).	Calculation as indicated on Form.
73.	Minimum marketings in relation to land, labor and equipment and to 1938 acreage of flue-cured tobacco. (Applicable only if line 5(a) was used in arriving at the adjusted past marketings and item 14 is larger than item 12). (nearest 100 pounds).	If applicable, 90 percent of smaller of entries 60 or 67. If not applicable, zero.
74.	Normal marketings.	Smallest of entries 64, 67 or 72 but, if applicable, not less than entry 73. In no case will entry 74 be more than twice as large as entry 38.

Form 38 - Tobacco 9
United States Department of Agriculture
Agricultural Adjustment Administration
June , 1938

1
(Code and Serial Number)

FARM QUOTA SHEET

1938 FLUE-CURED TOBACCO MARKETING QUOTA

2 (Township or District) 3 (1938 Operator) 4 (Address)

Section I. Past Marketings (Adjusted for Abnormal Conditions), and the Soil and Other Physical Factors

Year	Base Acreage	Harvested Acreage	Diverted Acreage	Adjusted Harvested Acreage 1/	Adj. Har. and Div. Acreage	Marketings (Pounds)	Initialed for Committee by: 2/
A	B	C	D	E	F	G	H
1. 1935	5	8	11	14	17	20	
2. 1936	6	9	12	15	18	21	23
3. 1937	7	10	13	16	19	22	

4. $\frac{24}{\text{(Total Div. Acres 3-yrs.)}} \times \frac{25}{\text{(Farm Yield)}} \div \frac{3}{\text{(Total Diversion)}} = \frac{26}{\text{(Total Reported Marketings 3-yrs.)}} + \frac{27}{\text{(Total Reported Marketings 3-yrs.)}} = \frac{28}{\text{(Pounds)}} \times 33-1/3\% = \frac{29}{\text{(Pounds)}}$

Adjusted Harvested and Diverted Acres 1935-1937.	Percent	Acres	Farm 3/ Yield (Pounds)	
A	B	C	D	E

5. (a) $\frac{30}{\text{(Total 3-years)}} \times 33-1/3 = \frac{33}{\text{)}} \times \frac{36}{\text{(Pounds)}}$
 (b) $\frac{31}{\text{(Total 2 highest years)}} \times 40 = \frac{34}{\text{)}} \times \frac{37}{\text{(Pounds)}}$
 (c) $\frac{32}{\text{(Highest year)}} \times 60 = \frac{35}{\text{)}} \times \frac{38}{\text{(Pounds)}}$

6. ADJUSTED PAST MARKETINGS. (Use line 5 in all cases unless all reported marketings are substantiated by records acceptable to the county committee, in which case the larger of line 4 or line 5 will be used.)

38
(Pounds)

Section II. Land, Labor and Equipment Available for Tobacco.

7. Land:

(a)	Cropland	39	x	40	%	-----	41
	(Acres)			(County land-cash crops factor)			(Acres)
(b)	1937 harvested and diverted acreage cotton --	42	x	$\frac{1}{2}$		45	(Acres)
		(Acres)				(Acres)	
(c)	1937 acreage peanuts harvested for nuts --	43	x	$\frac{1}{2}$		46	(Acres)
		(Acres)				(Acres)	
(d)	1937 acreage commercial truck and vegetables (including Irish potatoes) -----	44	x	$\frac{1}{2}$		47	(Acres)
		(Acres)				(Acres)	
(e)	1937 harvested and diverted acreage of tobacco other than flue-cured -----					48	(Acres)
(f)	Adjusted cash crops other than flue-cured tobacco (sum of (b) through (e)) -----					49	(Acres)
(g)	Land available for tobacco relative to other farms (item 7(a) - item 7(f)) -----					50	(Acres)

8. Labor:

(a)	51	x	52	=	53
	(Number Families)		(County labor-cash crops factor)		(Acres)
(b)	Adjusted cash crops for farm other than flue-cured tobacco (Item 7(f)) -----				54
					(Acres)
(c)	Acres representing labor available for tobacco relative to other farms (Item 8(a) - 8(b)) -----				55
					(Acres)

9. Equipment:

Curing barns on farm in condition for use in 1938 (allowing average capacity) -----	56
	(Acres)

10. Total of acres representing land, labor and equipment available for tobacco (7(g) plus 8(c) plus 9) -----	57
	(Acres)

11. MARKETINGS INDICATED BY LAND, LABOR AND EQUIPMENT:

58	(acres)	x	59	3/	=	60
(1/3 of item 10)			(Farm Yield)			(Pounds)

Section III. Determination of Normal Marketings of Tobacco.

12. Marketings indicated by adjusted past marketings and land labor and equipment:

61	+	62	=	63	÷	4	=	64
(Item 6 x 3)		(Item 11)		(Pounds)				(Pounds)

13. Maximum marketings indicated by 1938 acreage of tobacco:

65	x	66	3/	=	67
($\frac{1}{2}$ x 1938 acreage of flue-cured tobacco)		(Farm Yield)			(Pounds)

14. Marketings adjusted for minimum crop rotation practices:

68	4/	x	69	=	70	x	71	3/	=	72
(Percent)			(Cropland)		(Acres)		(Farm Yield)			(Pounds)

15. Minimum marketings in relation to land, labor, and equipment and to 1938 acreage of tobacco. -----5/

73

16. NORMAL MARKETINGS (Smaller of items 12, 13 or 14 but, if applicable, not less than item 15). 6/ -----

(Pounds)

74

(Pounds)

(over)

- 1/ Where the committee finds that in any of the three years 1935-37 an acreage less than 60 percent of the base acreage for such year under the agricultural adjustment or conservation program was harvested because of flood, drought, hail or blue-mold, the harvested acreage for such year shall be adjusted to 70 percent of the base acreage.
- 2/ One county committeeman (or a clerk designated by the committee) will initial for county committee if all reported marketings have been substantiated by records acceptable to the committee. The county committee will not initial in any case where an adjustment has been made in the reported marketings for any year by the community or county committee as shown in Column F of Section IV of the Farm Data Sheet.
- 3/ If available, use 1935 farm yield adjusted to not more than 300 pounds above or below the 1935 county yield; otherwise use the 1935 community yield (See Sec. II, A 3 of Form 38-Tobacco II for instructions regarding adjustments for abnormal conditions).
- 4/ Maximum of 40 to 50%, increasing 1% from 40% to 50% for each acre by which cropland is less than 25 acres.
- 5/ Item 15 will be applicable only if line 5(a) was used in arriving at the adjusted past marketings and item 14 is larger than item 12. If applicable, item 15 will be 90 percent of the smaller of item 11 or item 13. If not applicable, item 15 will be zero.
- 6/ In no case shall the normal marketings for any farm be more than twice as large as item 6.

(S E A L)

Done at Washington, D. C.,
this 16th day of June 1938.
Witness my hand and the seal
of the Department of Agriculture.

J. A. Wallace

Secretary of Agriculture.

DEPARTMENT OF AGRICULTURE
United States Department of Agriculture
Agricultural Adjustment Administration
Tobacco Section

A COMPILATION OF SUPPLEMENTS 1 THROUGH 5 OF FORM 38-TOBACCO
11, INSTRUCTIONS FOR DETERMINATION OF FLUE-CURED TOBACCO
FARM MARKETING QUOTAS FOR 1938

SUPPLEMENT 1

Section II, A(3) of Form 38-Tobacco 11, "Instructions for Determination of Flue-Cured Tobacco Marketing Quotas for 1938", is amended by striking out the first three sentences and inserting in lieu thereof the following:

- (3) "The farm yield shall be the 1935 yield per acre for the farm, if such yield is known, subject to the following adjustments:
- (a) If the 1935 yield per acre for the farm is more than 300 pounds below the 1935 county average yield 1/, the farm yield shall be fixed at 300 pounds below the 1935 county average unless adjusted upward as provided in (c) below.
 - (b) If the 1935 yield per acre for the farm is more than 300 pounds above the 1935 county average yield 1/ the farm yield shall be fixed at 300 pounds above the 1935 county average yield 1/ or, if larger, at the average yield per acre for the farm in the three years, 1935, 1936 and 1937.
 - (c) If the committee finds that because of flood, drought, hail or blue-mold the 1935 yield per acre for any farm was materially lower than the yield which otherwise would have been obtained, the committee shall assign as the farm yield that yield which it finds to be normal for the farm, taking into consideration the yield on farms in the locality which have similar types of soil; provided that such yield shall not be more than the higher of the 1936 or 1937 yield per acre for the farm nor more than the maximum yield which could be established under (b) above.

If the 1935 yield per acre for a farm is not known, the 1935 community average yield per acre 1/ shall be used as the farm yield."

Section V "Definitions" is amended by striking out the definition of "family" and inserting in lieu thereof the following:

Family means a body of persons who live in one house and under one head. In the determination of the number of families on a farm, a family shall be considered as "on a farm" if the head of the family and other members of the family who ordinarily take part in farm work are regularly engaged in work on the particular farm, even though such family may not live in a house located on the farm. If a family lives in a house located on one farm and works part time on that farm and part time on another farm, the family shall be included as a family on the farm on which the greater proportion of time is spent in work.

SUPPLEMENT 2

"Paragraph C of Section I, Part 1, is amended by striking out the sentence therein reading:

"The normal marketings for new farms will be 100 percent of the marketings indicated by the land, labor, and equipment available for the production of tobacco on the farm."

and inserting in lieu thereof the following:

"The normal marketings for new farms will be 50 percent of the marketings indicated by the land, labor, and equipment available for the production of tobacco on the farm."

"The second paragraph of Section II, Part 1, is amended by striking out the sentence therein reading:

"The normal marketings for each new farm will be the marketings indicated by the land, labor and equipment available for the production of tobacco on the farm."

and inserting in lieu thereof the following:

"The normal marketings for each new farm will be 50 percent of the marketings indicated by the land, labor and equipment available for the production of tobacco on the farm."

Section III is amended by adding at the end thereof the following:

"E. MARKETINGS FOR NEW FARMS IN RELATION TO EQUIPMENT AND
1938 ACREAGE OF TOBACCO

The normal marketings for any new farm shall not be less than the smaller of (a) 1,000 pounds for the farm plus an additional 1,000 pounds for each tobacco curing barn on the farm in condition for use in 1938, or (b) 150 percent of the acreage of tobacco to be harvested on the farm in 1938 times the farm yield."

Section IV is amended by striking out paragraph C and by inserting in lieu thereof the following:

"C. FOUR PERCENT ADDITION TO THE STATE QUOTA

A number of pounds equal to four percent of the farm quotas established (pursuant to A above) for all old farms in each State will be apportioned among such farms. The apportionment to each such farm shall be made in proportion to the amount by which the farm marketing quota is less than 70 percent of whichever of the following amounts is the smaller:

- (1) the adjusted past marketings for the farm, or
- (2) 150 percent of the 1938 acreage of tobacco to be harvested on the farm times the farm yield."

"D. PRELIMINARY FARM MARKETING QUOTA

A preliminary quota not to exceed that number of pounds obtained by multiplying the number of acres of tobacco to be harvested on the farm in 1938 by 400 pounds may be assigned to a farm, if, within two days of the opening of the tobacco markets on which the operator of the farm states that he desires to market the tobacco produced on the farm, the farm marketing quota has not yet been allotted to the farm; provided that in the case of a new farm the preliminary quota shall not exceed the smaller of (1) the sum of 300 pounds for the farm plus 300 pounds for each tobacco curing barn on the farm in condition for use in 1938, or (2) the number of pounds obtained by multiplying the number of acres of tobacco to be harvested on the farm in 1938 by 300 pounds."

SUPPLEMENT 3

Section IV is amended by striking out paragraph C and inserting in lieu thereof the following:

"C. FOUR PERCENT ADDITION TO STATE QUOTA

A number of pounds equal to 4 percent of the quotas established pursuant to A above for all old farms in a State will be apportioned among such farms as follows:

(1) A 'State percent' will be computed for each State by increasing by 10 that percent which the quotas established for all farms in the State pursuant to A above is of the normal marketing for all such farms.

(2) There will be computed for each farm in the State the amount by which the farm marketing quota established pursuant to A above is less than the number of pounds obtained by taking the 'State percent' of whichever of the following amounts is the smaller:

- (a) the adjusted past marketings for the farm, or
- (b) 150 percent of the 1938 acreage of tobacco to be harvested on the farm in 1938 multiplied by the farm yield.

(3) The amounts computed under item (2) above for all farms in the State reduced by a uniform percentage (viz., that percentage which will reduce the total for all farms to an amount equal to 4 percent of the farm marketing quotas established for such farms pursuant to A above) will constitute the apportionments to such farms."

SUPPLEMENT 4

Section IV, paragraph A "Old Farms" is amended by striking out the paragraph numbered (2) and inserting in lieu thereof the following:

"There will be allocated to each such farm a minimum quota equal to the three-year average (1935-37) for the farm of marketings and diversion, but not more than 3,200 pounds, and not less than a number of pounds obtained by multiplying a yield 200 pounds below the farm yield by

the smaller of (a) the 1938 acreage of tobacco to be harvested on the farm, or (b) 2.5 acres. The sum of such 'minimum quotas' for all farms in each State will be deducted from the State quota."

Section IV is amended by striking out paragraph B "New Farms" and inserting in lieu thereof the following:

B. NEW FARMS

- "(1) The normal marketings for all new farms will be adjusted by a uniform percentage (determined by the Agricultural Adjustment Administration) so as to equal 3 percent of the national marketing quota of 705,000,000 pounds.
- "(2) There will be allocated to each new farm a 'minimum quota' of that number of pounds obtained by multiplying a yield 200 pounds below the farm yield by the smaller of (a) the acreage of tobacco to be harvested on the farm in 1938, or (b) 1.3 acres. The sum of such 'minimum quotas' for all farms will be deducted from the amount equal to 3 percent of the national marketing quota of 705,000,000 pounds.
- "(3) There will be subtracted from the normal marketings for each new farm as adjusted under item (1) above, the 'minimum quota' for the farm. The resulting figure will be the 'excess' for the farm.
- "(4) The 'excess' for all new farms will be reduced by a uniform percentage so as to equal that portion of 3 percent of the national marketing quota of 705,000,000 pounds remaining after subtraction therefrom of the total (computed under item (3) above) 'minimum quotas' for all new farms.
- "(5) The marketing quota for each new farm will be the 'minimum quota' for the farm plus the 'excess' (if any) for the farm as adjusted under item (4) above."

SUPPLEMENT 5

Paragraph D of Section I is amended by striking out the whole of the said paragraph and inserting in lieu thereof the following:

"D. Establishment of Farm Marketing Quotas on the Basis of Normal Marketings.

1. Old Farms. The total of the normal marketings of all old farms in each State will be brought within the State marketing quota (or the balance of such quota remaining after deduction therefrom of the amount, if any, reserved for adjustments as provided in Section IV (D)) by adjusting the normal marketings of each old farm by a uniform percentage. The normal marketings for old farms, after being thus adjusted, will be subject to such further adjustment as is necessary in order to provide each such farm with a "minimum quota" and at the same time keep the total of the quotas for all such farms equal to the State marketing quota after deduction therefrom of the amount, if any, reserved pursuant to section IV (D). The farm marketing quota will be the normal marketings adjusted as indicated above, plus such additions as may be made thereto from the 4 percent addition to the State quota (Sec. IV (C)), and from the amount reserved from the State quota (Sec. IV (D)).
2. New Farms. The total of the normal marketings of all new farms in the United States will be brought within the amount represented by three percent of the national quota of 705,000,000 pounds by adjusting the normal marketings of each new farm by a uniform percentage. The normal marketings for new farms, after being thus adjusted, will be subject to such further adjustment as is necessary in order to provide each new farm with a "minimum quota" and at the same time keep the total of the quotas for all new farms within the amount reserved from the national quota for new farms. Normal marketings for a new farm, as finally adjusted, will constitute the farm marketing quota (Sec. IV, B)."

Paragraph A of Section IV is amended as follows:

By striking out the period at the end of subparagraph (1) and adding in lieu thereof the following:

"after deduction therefrom of the amount, if any, reserved pursuant to paragraph D below."

By striking out the period at the end of subparagraph (4) and adding in lieu thereof a comma and the following:

"and the amount, if any, reserved from the State marketing quota pursuant to paragraph D below."

By striking out the period at the end of subparagraph (5) and adding in lieu thereof a comma and the following:

"and plus such additions as may be made thereto pursuant to paragraphs C and D below."

Section IV is amended by adding at the end thereof the following:

D. Reserve for Adjustment by County Committees

An amount not in excess of 5 percent of the State marketing quota may be reserved therefrom for the purpose of making adjustments as in this paragraph provided. The amount so reserved shall be allocated by the State committee among the counties of the State upon the basis of (1) the relationship of the total "excess" (computed pursuant to paragraph A (3) above) for old farms in the county to the total "excess" for old farms in all counties in the State and (2) the relative needs of the counties for adjustments of the quotas determined for old farms thereon. The amount so allocated to a county shall be allotted by the county committee among those old farms in the county whose marketing quotas, as compared with the marketing quotas for other similar farms in the county, are determined by the county committee to require adjustment in order to take into adequate account past marketings of tobacco, making due allowance for abnormal weather conditions, plant-bed and other diseases; land, labor, and equipment available for the production of tobacco; crop-rotation practices; and the soil and other physical factors affecting the production of tobacco."



Form 38-Tobacco 11 (Part 1)

Issued June 27, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
TOBACCO SECTION

JUL 30 1938

INSTRUCTIONS FOR DETERMINATION
OF
FLUE-CURED TOBACCO FARM MARKETING
QUOTAS FOR 1938

(Issued pursuant to the Agricultural Adjustment Act of 1938 as amended)

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PART 1. PROCEDURE FOR DETERMINATION OF FLUE-CURED TOBACCO MARKETING QUOTAS

SECTION I. GENERAL OUTLINE OF METHOD OF ESTABLISHING FARM MARKETING QUOTAS

This section outlines, in general terms, the procedure for establishing flue-cured tobacco farm marketing quotas in accordance with the provisions of the Agricultural Adjustment Act of 1938. The term "tobacco" as used in these instructions means flue-cured tobacco unless otherwise indicated.

A. FARMS FOR WHICH QUOTAS WILL BE ESTABLISHED

A marketing quota will be established for each farm on which tobacco is produced in the year 1938. For the purpose of establishing farm marketing quotas, farms are divided into two general classes:

1. **Old farms.**—Farms producing tobacco in 1938 and on which tobacco also was produced in one or more of the four years, 1934-37, will be referred to as "old farms." An old farm will also be referred to as a "large farm" if for the three years, 1935-37, the average tobacco production and diversion was more than 3,200 pounds and as a "small farm" if the three-year average was 3,200 pounds or less. Diversion means the normal production of the acres on the farm diverted from the production of tobacco during the three years, 1935-37, under agricultural adjustment or conservation programs.

2. **New farms.**—Farms on which tobacco is produced in the year 1938 for the first time since the year 1933 will be referred to as "new farms."

B. BASIS FOR THE ESTABLISHMENT OF FARM MARKETING QUOTAS

1. **Old farms.**—(a) Quotas for all old farms will be established by allotting the State marketing quota among such farms on the basis of the following factors: (1) Past marketings of tobacco, making due allowance for abnormal weather conditions and plant diseases; (2) land, labor, and equipment available for the production of tobacco; (3) crop-rotation practices; and (4) the soil and other physical factors affecting the production of tobacco. The quota for an old farm will not be less than the smaller of 3,200 pounds or the three-year (1935-37) average tobacco production and diversion.

(b) An addition to the State quota of a number of pounds not exceeding four percent of such quota, will be used in the State to increase quotas for old farms which are inadequate in view of the past production of tobacco on the farm.

2. **New farms.**—Marketing quotas will be established for new farms by the allotment among such farms of a number of pounds equal to three percent of the national marketing quota of 705,000,000 pounds. These allotments will be made upon the basis of the same factors as for old farms, except past marketings of tobacco. The marketing quota established for a new farm cannot be more than

75 percent of the quota which would be established for an old farm which was similar with respect to such factors.

C. DETERMINATION OF NORMAL MARKETINGS

The first step in the procedure for the establishment of farm marketing quotas will be to determine for each farm on which tobacco is produced in 1938 a "normal marketings" based upon the same factors as are required to be taken into consideration in establishing farm marketing quotas (Sec. II). The normal marketings for old farms will be the sum of (1) 75 percent of the "adjusted past marketings" which will be calculated so as to take into account the marketings from the farm during the three years 1935-37 (making due allowance for abnormal weather conditions and plant diseases) and the soil and other physical factors affecting the production of tobacco on the farm (Sec. II, A), and (2) 25 percent of the marketings indicated by the land, labor, and equipment available for the production of tobacco on the farm (Sec. II, B). The normal marketings for new farms will be 100 percent of the marketings indicated by the land, labor, and equipment available for the production of tobacco on the farm (Sec. II, B).

However, the normal marketings for a farm computed as indicated above, will be subject to certain limitations (Sec. III). These limitations will be measured by a factor representing the acreage necessary to permit crop-rotation practices on the farm (Sec. III, B) and also by the 1938 acreage of tobacco on the farm (Sec. III, A), the land, labor, and equipment available for the production of tobacco on the farm in 1938 (Sec. III, C) and the past marketings of tobacco (Sec. III, D).

D. ESTABLISHMENT OF FARM MARKETING QUOTAS ON THE BASIS OF NORMAL MARKETINGS

Farm marketing quotas will be established by adjusting normal marketings in the following manner:

1. **Old farms.**—The total of the normal marketings of all old farms in each State will be brought within the State marketing quota by adjusting the normal marketings of each old farm in the State by a uniform percentage. The normal marketings for old farms, after being thus adjusted, will be subject to such further adjustment as is necessary in order to provide each such farm with a "minimum quota" (the smaller of 3,200 pounds or the three-year, 1935-37, average production plus diversion) and at the same time keep the total of the quotas for all such farms within the State quota. Normal marketings for a farm, as finally adjusted, will constitute the farm marketing quota (Sec. IV, A).

Farm marketing quotas, established as indicated above for old farms, will be increased if they are found, under prescribed standards, to be inadequate in view of past production on the farm. The 4 percent addition to the State marketing quota will be used for this purpose. (Sec. IV, C).

2. **New farms.**—The total marketing quotas of all new farms will be brought within the amount represented by three percent of the

national quota of 705,000,000 pounds by adjusting the normal marketings for all new farms in the United States by a uniform percentage. The normal marketings for a new farm, thus adjusted, will be the farm marketing quota (Sec. IV, B).

E. DETAILED PROCEDURE

The detailed procedure for the establishment of farm marketing quotas, in the manner outlined above, is set forth in the following sections of these instructions:

SECTION II. PROCEDURE FOR CALCULATION OF NORMAL MARKETINGS

The data for use in calculating normal marketings will be collected and tabulated by county offices in accordance with Sections VI to IX of these instructions.

The normal marketings for each old farm will be 75 percent of the adjusted past marketings as calculated pursuant to subsection A below, plus 25 percent of the marketings for the farm indicated by land, labor, and equipment, as calculated pursuant to subsection B below. The normal marketings for each new farm will be the marketings indicated by the land, labor, and equipment available for the production of tobacco on the farm. If necessary, adjustments of the normal marketings for a farm will be made pursuant to Section III below.

A. CALCULATION OF ADJUSTED PAST MARKETINGS

(1) The adjusted past marketings for any farm will be the largest of the following three items:

- (a) $33\frac{1}{3}$ percent of the total adjusted harvested and diverted acreage in the three years, 1935-37, multiplied by the farm yield:
- (b) 40 percent of the total adjusted harvested and diverted acreage in the two years of the three years, 1935-37, in which such acreage was the highest, multiplied by the farm yield:
- (c) 60 percent of the highest adjusted harvested and diverted acreage in any one of the three years, 1935-37, multiplied by the farm yield:

Provided, That, if, for any farm, the average of the marketings from the farm and of the normal production of tobacco on the diverted acreage during the three years, 1935-37, is greater than any of the items (a), (b), or (c) above, and records satisfactory to the community and county committees have been presented in support of all marketings reported by the operator, the three-year average of marketings and diversion shall be used in lieu of items (a), (b), or (c) above.

(2) The harvested acreage shall be the acreage actually harvested on the farm, except that if the community and county committees find that, because of flood, drought, hail or blue-mold, the harvested acreage of tobacco for the farm in any of the three years, 1935-37, was less than 60 percent of the base acreage established for the farm

for such year under the agricultural adjustment or conservation program the harvested acreage for such year shall be adjusted to 70 percent of such base acreage.

(3) The farm yield shall be the 1935 yield per acre for the farm, if such yield is known, subject to the following adjustments:

- (a) If the 1935 yield per acre for the farm is more than 300 pounds below the 1935 county average yield¹, the farm yield shall be fixed at 300 pounds below the 1935 county average yield unless adjusted upward as provided in (c) below.
- (b) If the 1935 yield per acre for the farm is more than 300 pounds above the 1935 county average yield¹ the farm yield shall be fixed at 300 pounds above the 1935 county average yield¹ or, if larger, at the average yield per acre for the farm in the three years, 1935, 1936, and 1937.
- (c) If the committee finds that because of flood, drought, hail, or blue-mold the 1935 yield per acre for any farm was materially lower than the yield which otherwise would have been obtained, the committee shall assign as the farm yield that yield which it finds to be normal for the farm, taking into consideration the yield on farms in the locality which have similar types of soil; provided that such yield shall not be more than the higher of the 1936 or 1937 yield per acre for the farm nor more than the maximum yield which could be established under (b) above.

If the 1935 yield per acre for a farm is not known, the 1935 community average yield per acre¹ shall be used as the farm yield.

If the 1935 county or community average yield cannot be established because the 1935 yields for farms in such county or community are not known, the average yield for the nearest county or community which the State committee finds to be most similar with respect to type of soil, topography and productivity to such county or community, as the case may be, shall be used. If, for any community, the committee finds that the 1935 average yield was reduced materially because of flood, drought, hail or blue-mold, the county committee shall make recommendations to the State committee with respect to an adjusted yield for the community and the State committee shall establish a 1935 yield for the community on the basis of the recommendations of the county committee and other available information.

B. CALCULATION OF MARKETINGS INDICATED BY LAND, LABOR, AND EQUIPMENT

1. County land- and labor-cash crops factors.—For each county in which tobacco is produced in 1938, a county land-cash crops factor and a county labor-cash crops factor shall be established by comput-

¹ The 1935 community average yield and the 1935 county average yield shall be determined by calculating the simple average of the 1935 tobacco yields per acre for a representative sample of tobacco farms in each community and in the county. A "representative sample" shall be 20 percent or more of the tobacco farms from each of the communities in the county. The farms included in the sample shall consist, as far as practical, of alternate farms (i. e., every third, fourth, or fifth farm listed on Form 38—Tobacco 10) in each community.

ing the following items with respect to a representative sample² of tobacco farms:

- (a) The acres of cropland;
- (b) The 1937 harvested and diverted acres of flue-cured tobacco;
- (c) The sum of: (1) The number of acres of tobacco other than flue-cured tobacco on such farms in 1937; (2) one-half of the number of harvested and diverted acres of cotton on such farms in 1937; (3) one-half of the number of acres of peanuts harvested for nuts on such farms in 1937; (4) one-half of the number of acres of commercial truck and vegetables (including Irish potatoes) on such farms in 1937.
- (d) The number of families on such farms in the year 1938;
- (e) Item (a) shall be divided into the sum of items (b) and (c) and the quotient shall be the "county land-cash crops factor."
- (f) Item (d) shall be divided into the sum of items (b) and (c) and the quotient shall be the "county labor-cash crops factor."

2. Land.

- (a) Multiply the number of acres of cropland in each farm by the county land-cash crops factor.
- (b) From item (a) above, subtract the sum of: (1) The number of acres of tobacco other than flue-cured tobacco on the farm in 1937; (2) one-half of the number of the harvested and diverted acres of cotton on the farm in 1937; (3) one-half of the number of acres of peanuts harvested for nuts on the farm in 1937; (4) one-half of the number of acres of commercial truck and vegetables (including Irish potatoes) on the farm in 1937.
- (c) The number of acres obtained under item (b) above, will represent the land available for the production of tobacco on the farm in relation to other farms.

3. Labor.

- (a) Multiply the number of families on each farm by the county labor-cash crops factor.
- (b) From item (a) above, subtract the sum of: (1) The number of the harvested and diverted acres of tobacco other than flue-cured tobacco on the farm; (2) one-half the number of harvested and diverted acres of cotton on the farm in 1937; (3) one-half of the number of acres of peanuts harvested for nuts on the farm in 1937; (4) one-half of the number of acres of commercial truck and vegetables (including Irish potatoes) on the farm in 1937.
- (c) The number of acres obtained under item (b) above will represent the labor available for the production of tobacco on the farm in relation to other farms.

4. **Equipment.**—Compute for each farm the average acreage capacity of the flue-cured tobacco curing barns on the farm in condi-

² Same as described in footnote 1.

tion for use in 1938. The average acreage capacity of such barns will be computed as follows:

<i>Size Barn</i>	<i>Average Acres Capacity</i>
16 feet by 16 feet-----	4
16 feet by 18 feet-----	5
16 feet by 20 feet-----	6
20 feet by 20 feet-----	7

5. Land, labor, and equipment.—Marketings for a farm as indicated by the land, labor, and equipment available for the production of tobacco on the farm will be one-third of the sum of the number of acres computed for the farm under “land,” “labor,” and “equipment” (items 2, 3, and 4), multiplied by the farm yield.

SECTION III. ADJUSTMENTS OF NORMAL MARKETINGS

Normal marketings for a farm computed as provided in Section II shall be adjusted as follows:

A. MARKETINGS IN RELATION TO 1938 ACREAGE OF TOBACCO

The normal marketings for any farm shall not be greater than the number of pounds obtained by multiplying the farm yield by 150 percent of the 1938 acreage of tobacco on the farm.

B. MARKETINGS IN RELATION TO ACREAGE REQUIRED FOR MINIMUM CROP-ROTATION PRACTICES

The normal marketings for any farm shall not be greater than the number of pounds obtained by multiplying a percentage of the cropland in the farm by the farm yield. The percentage of cropland shall be 40 to 50 percent, increasing above 40 percent by 1 percent for each acre by which the cropland in the farm is less than 25 acres.

C. MARKETINGS IN RELATION TO LAND, LABOR, AND EQUIPMENT AND TO 1938 ACREAGE

For any farm for which the “adjusted past marketings” was the number of pounds obtained by multiplying 33⅓ percent of the adjusted harvested and diverted acreage on the farm for the three years (1935-37) by the farm yield and to which B above is not applicable, the normal marketings shall not be less than 90 percent of the smaller of:

- (1) The marketings indicated by land, labor, and equipment available for the production of tobacco; or
- (2) 150 percent of the acreage of flue-cured tobacco to be harvested on the farm in 1938 multiplied by the farm yield.

D. MARKETINGS IN RELATION TO PAST MARKETINGS

In no case shall the normal past marketings for any farm other than a new farm be more than twice as large as the “adjusted past marketings” for the farm.

SECTION IV. CALCULATION OF FARM MARKETING QUOTAS FROM NORMAL MARKETINGS

Farm marketing quotas will be established by adjusting normal marketings determined as provided in Sections II and III above, and apportioning the 4 percent addition to the State quota, as follows:

A. OLD FARMS

- (1) The normal marketings for all old farms (large and small) in each State will be adjusted by a uniform percentage (determined by the State Office and the Agricultural Adjustment Administration) so as to equal the State marketing quota.
- (2) There will be allocated to each such farm a "minimum quota" equal to the three-year average (1935-37) for the farm of marketings and diversion but not more than 3,200 pounds. The sum of such "minimum quotas" for all farms in each State will be deducted from the State quota.
- (3) There will be subtracted from the normal marketings for each farm, as adjusted under item 1 above, the "minimum quota" for the farm. The resulting figure will be the "excess" for the farm.
- (4) The "excess" for all farms in each State will be reduced by a uniform percentage so as to equal the amount of the State quota remaining after subtraction therefrom of the total (computed under item (3)) "minimum quotas" for all farms in the State.
- (5) The marketing quota for each farm will be the "minimum quota" for the farm plus the "excess" (if any) for the farm as adjusted under item (4) above.

B. NEW FARMS

The total of the normal marketings for all new farms will be reduced so as to equal three percent of the national marketing quota of 705,000,000 pounds. This adjustment will be made by reducing the normal marketings for all new farms by a uniform percentage. The normal marketings for a new farm adjusted as indicated will be the farm marketing quota.

C. FOUR PERCENT ADDITION TO THE STATE QUOTA

A number of pounds equal to 4 percent of the farm quotas established (pursuant to A above) for all old farms in each county will be apportioned among such farms. The apportionment to each such farm shall be made in proportion to the amount by which the farm marketing quota is less than the smaller of the adjusted past marketings for the farm or 150 percent of the 1938 acreage of tobacco times the farm yield.

SECTION V. DEFINITIONS

As used in these instructions and in all forms and documents in connection therewith, unless the context or subject matter otherwise requires:

1. **Act** means the Agricultural Adjustment Act of 1938 and any amendments thereto.

2. **Secretary** means the Secretary of Agriculture of the United States.

3. **Administrator** means the Administrator of the Agricultural Adjustment Administration of the United States Department of Agriculture.

4. **State office** means those persons or committees in the State who, under authorization by the Secretary of Agriculture, are responsible for the administration in the State of the Agricultural Adjustment Act of 1938.

5. **State committee** means the group of persons designated within any State to assist in the administration in the State of the Agricultural Adjustment Act of 1938.

6. **Committee** means a committee within a county or community utilized under the Agricultural Adjustment Act of 1938. "County committee," "community committee," or "local committee" shall have corresponding meanings in the connection in which they are used.

7. **County office** means those persons or committees in the county who, under authorization by the Secretary of Agriculture, are responsible for the local administration of the Agricultural Adjustment Act of 1938.

8. **Family** means a body of persons who live in one house and under one head. In the determination of the number of families on a farm, a family shall be considered as "on a farm" if the head of the family and other members of the family who ordinarily take part in farm work are regularly engaged in work on the particular farm, even though such family may not live in a house located on the farm. If a family lives in a house located on one farm and works part time on that farm and part time on another farm, the family shall be included as a family on the farm on which the greater proportion of time is spent in work.

9. **Diversion** means the normal production on diverted acreage; diverted acreage for a farm for any year means the acres on the farm diverted from the production of tobacco during such year under the agricultural adjustment or conservation program for such year.

10. **Person** means an individual, partnership, firm, joint-stock company, corporation, association, trust, estate, or any agency of a State or of the Federal Government. The term "person" shall include two or more persons having a joint or common interest. Words importing the masculine gender may be construed or applied in the feminine or neuter gender wherever the context or application of such words so requires or permits.

11. **Owner or landlord** means a person who owns farm land and rents such land to another person or operates such land.

12. **Cash tenant or standing-rent tenant or fixed-rent tenant** means a person who rents land from another for a fixed amount of cash or a commodity to be paid as rent.

13. **Share tenant** means a person other than a sharecropper who rents land from another person and pays as rent a share of the crops or the proceeds thereof.

14. **Sharecropper** means a person who works a farm in whole or in part under the general supervision of the operator and is entitled to receive for his labor a share of a crop produced thereon or the proceeds thereof.

15. **Operator** means a person who as a landlord or cash tenant or standing- or fixed-rent tenant is operating a farm and is entitled to receive all or a portion of the crops produced thereon or the proceeds of such crops, or who as a share tenant is operating a whole farm and is entitled under a written or oral lease or agreement to receive a portion of the crops produced thereon or of the proceeds of such crops.

16. **Producer or farmer** means a person who is entitled to a share of the tobacco crop, or the proceeds thereof, produced on the farm in 1938, as owner, landlord, cash tenant, standing-rent tenant, fixed-rent tenant, share-tenant, or sharecropper. The term "producer" or "farmer" also includes a wage hand (or cropper) who as a laborer on a farm instead of receiving daily or other cash wages for his labor receives either all the tobacco produced by him or another on an agreed or specified acreage or all the tobacco produced on an agreed or specified portion of the acreage cultivated by him or another.

17. **Farm** means all adjacent or nearby farm land under the same ownership which is operated by one person, including also:

1. Any other adjacent or nearby farm land operated by the same person (as part of the same unit with respect to the rotation of crops and with workstock, farm machinery, and labor substantially separate from that for any other land) the inclusion of which is requested or agreed to, within the time and in the manner specified by the Agricultural Adjustment Administration, by the operator and all the owners who are entitled to share in the proceeds of the crop on any of the land to be included in the farm, which request and agreement shall be applicable to the designation of the land included in such farm both under the 1938 Agricultural Conservation Program and under these instructions;

2. Any field-rented tract (whether operated by the same or another person) which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops;

Provided, That land not under the same ownership shall be included in the same farm only if the county committee determines that all of such land is customarily regarded in the community as constituting one farm. A farm shall be regarded as located in the county or the local administrative area within the county, as the case may be, in which the principal dwelling is situated, or if there is no dwelling thereon it shall be regarded as located in the county or local administrative area, as the case may be, in which the major portion of the farm is located.

18. **Tobacco** means flue-cured tobacco unless otherwise indicated.

19. **Flue-cured tobacco** means tobacco classified in Service and Regulatory Announcement Numbered 118 of the Bureau of Agricultural Economics of the Department, as types 11, 12, 13, and 14 collectively known as flue-cured tobacco.

20. **Farm marketing quota** means a flue-cured tobacco marketing quota established for a farm under section 313 of the Agricultural Adjustment Act of 1938.

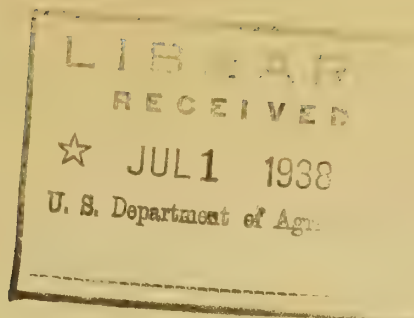
21. **Cropland** means farm land tilled annually or in regular rotation, excluding commercial orchards.

Done at Washington, D. C., this 16th³ day of June, 1938. Witness my hand and the seal of the Department of Agriculture.



H Wallace
Secretary of Agriculture.

³ Supplement 1, signed by the Secretary of Agriculture June 27, 1938, is incorporated in these instructions.



Form 38-Tobacco 11 (Part 2)

Issued June 16, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Adjustment Administration
Tobacco Section

Washington, D. C.

Instructions for Determination

of

Flue-Cured Tobacco Farm Marketing Quotas for 1938

(Issued pursuant to the Agricultural Adjustment Act of 1938 as amended)
(Extra Copies)

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Part 2. Collection of Data and Detailed Description of Forms and Calculations in Connection with the Determination of Flue-Cured Tobacco Farm Marketing Quotas.

Section VI. INFORMATION REQUIRED FOR CALCULATION OF FARM QUOTAS

County offices will notify the operator of each farm on which tobacco is produced in 1938 as to the information required for determination of the farm marketing quota. A copy of Form 38-Tobacco 7, "Sales Record Sheet" shall be sent to the operator with the notice.

County offices may designate places at which committeemen or clerks will be available on specified days to enter information on Form 38-Tobacco 8, "Farm Data Sheet." If the operator of a farm fails to submit the information by the date specified, committeemen or supervisors will obtain the information through visits to the farm.

The operator should be requested to prepare a list of tobacco marketings on Form 38-Tobacco 7 from warehouse bills or farm accounts, and to submit the bills or accounts together with the list for checking by committeemen, supervisors, or clerks when other information required on Form 38-Tobacco 8 is submitted. A separate list should be prepared for each farm.

Corrections will be made in the listed sales at the time warehouse bills or accounts are presented for checking. The list of sales as corrected will be attached to the Farm Data Sheet and any calculation necessary to obtain or check totals can be made at the county office.

The county code will be stamped or written, (preferably with a red or blue pencil) across each warehouse bill or each page of an account so as to indicate that the record has been presented in support of marketings.

Each of the spaces for an entry on Form 38-Tobacco 8, "Farm Data Sheet" is numbered on a copy of the form and a description of entries is given on pages 14 to 17 of these instructions.

While information is being collected on Form 38-Tobacco 8, "Farm Data Sheet", clerks in the county office shall enter on Form 38-Tobacco 9, "Farm Quota Sheet" data already available from records in the office. Data from Form 38-Tobacco 8, "Farm Data Sheet" shall be entered on Form 38-Tobacco 9, "Farm Quota Sheet" as received. Each of the spaces for an

entry on Form 38-Tobacco 9 is numbered and a copy of the form and a description of the entries is given on pages 18 to 22 of these instructions.

Section VII. EXTENT OF CALCULATIONS AND RULE OF FRACTIONS

All acreages (except the county labor-cash crops factor) shall be calculated to the nearest one-tenth (.1) of an acre. The county labor-cash crops factor shall be calculated to the nearest whole acre. All percentages shall be calculated to the nearest whole percent. Fractions of more than five-tenths (.5) or five-hundredths (.05), as the case may be, shall be rounded upward and fractions of five-tenths (.5) or less or five-hundredths (.05) or less, as the case may be, shall be dropped.

All yields per acre shall be calculated to the nearest 10 pounds. Between intervals of ten, amounts of more than five pounds shall be rounded upward and amounts of five pounds or less shall be dropped.

All marketings figures resulting from multiplication of acreage by farm yields shall be calculated to the nearest 100 pounds. The three-year average of reported marketings and diversion shall be rounded to the nearest 100 pounds in all cases. Between intervals of 100, amounts of more than 50 pounds shall be rounded upward and amounts of 50 pounds or less shall be dropped.

SECTION VIII. Description of Entries on Farm Data Sheet.

Entry Number	Entry	Source of Entry
1-5	Entries as described on Form	1938 county office records.
6-14	Name of head of family	1938 operator.
15-23	See footnote 1 on Form.	1938 operator
24	Total number of heads of family	Total number of families listed in Col. B, lines 1 through 9 and any supplementary listing.
25	Entry as described on Form	1938 operator.
26-29	Number of tobacco curing barns	1938 operator.
30-34	Entries as described on Form	Calculations as indicated on Form.
35	1938 measured acreage flue-cured tobacco, if available.	County office records.
36	Operator's statement of 1938 flue-cured tobacco acreage	1938 operator, (This Statement should be obtained in all cases, and if necessary, it should be adjusted to conform with estimates of committeemen or supervisors.)
37-39	Sum of entries on "Sales Record Sheet" for each year for which bills are submitted.	1938 operator.

Warehouse bills submitted in support of reported marketings shall be accepted by committeemen only when such warehouse bills have been entered on a "Sales Record Sheet" furnished to the producer for such purpose. Committeemen will check such warehouse bills against the entries on the Sales Record Sheet and stamp or enter (with a red or blue pencil) the

Entry Number	Entry	Source of Entry
	<p>county code on each warehouse bill entered on the Sales Record Sheet and accepted. Any entry on the Sales Record Sheet which is not acceptable will be crossed out. Totals will be made for reported marketings in each year on the Sales Record Sheet in the county office and entered in Column B, Section IV of the Farm Data Sheet. The Sales Record Sheet will be filed with the producer's other 1938 tobacco forms in the county office.</p>	
40-42	Sum of marketings from farm	1938 operator. Enter county code, on each page as indicated for warehouse bills.
43	Sum of 1935 Tax Payment Warrants	County office records.
44-46	Operator's estimated pounds for each year reported.	1938 operator.
47-49	Reported past marketings of tobacco adjusted by the committee.	Committee adjustment (See footnote 4 on Form).
	<p>In making adjustments, committeemen should be careful to determine accurately the reported marketings for small farms with a 3-year average of 3200 pounds or less, as such average will determine the minimum quotas which are required by the Act to be established for such farms.</p>	
50-52	Initials of community committeeman for committee.	Community committeemen. (See footnote 4 on Form).
53-55	Initials of county committeeman for committee.	County committeemen. (See footnote 4 on Form).
	<p>Community and County committeemen will initial Column G and H, respectively, only when an adjustment has been made in Column F. Initials of a member of the community committee and of county committee both are required in all cases where adjustment (s) are made. Adjustment(s) for each year should be initialed separately.</p>	
56	Year, cause and estimated damage from abnormal conditions. For example, "1936, blue-mold reduced crop from 12 to 6 acres;" or "1937, hail destroyed 80 percent of crop."	1938 operator.
57-60	Entries as described on Form	As described on Form

FARM DATA SHEET

1938 FLUE-CURED TOBACCO MARKETING QUOTA

3

(Community)

4

(1938 Operator)

5

(Address)

Section I. Labor Working Regularly on
Farm in 1938Section II. Tobacco Curing Barns on Farm
in Condition for Use in 1938

	Name of head of family	Indicate Tenure 1/	Size Barn	No. Barns	Average Acres Capacity	No. Barns X Av. Acres Capacity
	A	B	A	B	C	D
1.	6	15	11. 16'x16'	26	4	30
2.	7	16	12. 16'x18'	27	5	31
3.	8	17	13. 16'x20'	28	6	32
4.	9	18	14. 20'x20'	29	7	33
5.	10	19	15. Total acres capacity			34
6.	11	20	Section III. Acreage of Flue-Cured Tobacco to be harvested on this farm in 1938			
7.	12	21				
8.	13	22	16. (a) Measured			35
9.	14	23	(b) Operator's Statement..			36
10. (a)	Total number of heads of families	24	10. (b)	Number tenant houses occupied in 1938		25

Section IV. Reported Marketings of Tobacco and Supporting Records

Year	Warehouse Bills (pounds) 2/	Farm 2/ Account (pounds)	Warrants (pounds) 3/	2/ Estimate (pounds)	Committee Adjusted (pounds) 4/	Initialed for Committee by 4/ Community County	
	A	B	D	E	F	G	H
17. 1935	37	40	43	44	47	50	53
18. 1936	38	41	xxxx	45	48	51	54
19. 1937	39	42	xxxx	46	49	52	55

20. Indicate years affected by abnormal conditions, and cause and amount of estimated damage for each year _____

I hereby certify that the data entered herein (other than the adjusted marketing figures (if any) in Column F of Section IV) are in accordance with information furnished by me and that such data to the best of my knowledge and belief are correct.

57

(Date)

58

(Signature of operator or his representative)

I hereby certify that the data entered herein are in accordance with information furnished to me by the operator or his representative.

59

(Date)

60

(Committeeman or County Office Clerk)

- 1/ Indicate whether Operator (O), Share tenant (T), Share-cropper (C), or Wage hands (W). Include operator's family only if working on farm, but do not count operator's family for more than one farm. An overseer's or superintendent's family can be included as "wage hands", but not on more than one farm.
- 2/ Enter the pounds of tobacco sold from the farm in each of the years 1936 and 1937 in Columns B, C or E, whichever is applicable.
- 3/ County office will enter total of sales obtained from tax payment warrants.
- 4/ The reported marketings for any year shall be adjusted by the committee if it determines that the amount of such marketings as shown by the records submitted by the operator, or as estimated by him, is larger than the amount of tobacco which reasonably could be expected to have been marketed from the farm in such year. The determination of the committee should take into consideration the acreage planted to tobacco on the farm in such year, the yield on the farm in years for which records acceptable to the committee are available, the yields obtained in such year on other farms in the same community which are similar with respect to soil, topography, and production facilities, and the community average yield for such year. The adjusted marketings for any one year shall be the amount of tobacco which the community committee working under supervision of the county committee finds on the basis of the factors indicated in the sentence above could reasonably be expected to have been marketed from the farm in such year. All adjusted marketings shall be initialed by a community committeeman on behalf of the community committee and by a county committeeman on behalf of the county committee.

SECTION IX. DESCRIPTION OF ENTRIES ON FARM QUOTA SHEET

Entry Number	Entry	Source of Entry
1-4	Entries as described on form	1938 county office records
5-7	1935, 1936 and 1937 base acres	County office records
8-10	1935, 1936 and 1937 harvested acres	County office records
<p>If the county office records do not show the harvested acreage for any year due to the fact that such acreage was not measured in connection with the agricultural adjustment or conservation program in such year, the acreage reported by the operator as having been harvested in such year shall be adjusted (except in those cases where the adjustments have already been made) if the committee determines that such reported acreage is larger than the number of acres which reasonably could be harvested in such year. The committee's determination should take into consideration the acres of curing barn space available, the cropland, the acres of other crops grown on the farm and the labor on the farm for such year. The adjusted harvested acreage for any one year shall be an acreage which the committee finds on the basis of the factors indicated in the sentence above could reasonably be expected to have been produced on the farm in such year. Any necessary adjustment of reported harvested acres should be made on the form from which obtained prior to entry on the Farm Quota Sheet.</p>		
11	1935 rented acres	Base minus harvested acres, but not over 15 percent of 1935 tobacco base.
12	1936 diverted acres	Base minus harvested acres, but not over 30% of 1936 tobacco base.
13	1937 diverted acres	Base minus harvested acres, but not over 25% of 1937 tobacco base.
14-16	Harvested acres adjusted for abnormal conditions	(Footnote 1 on Form)
17-19	Adjusted harvested and diverted acres	Col. D plus Col. E on Farm Quota Sheet.
20-22	Pounds of tobacco sold from the farm in each of the years 1935-37 as adjusted by the committee on Farm Data Sheet.	Section III, Column F on Farm Data Sheet.

Entry Number	Entry	Source of Entry
23	Initials of one county committeeman for county committee; or of clerk designated by county committee.	(See footnote 2 on Form).
24	Total diverted acreage for years 1935-37	Sum of Col. D, lines 1, 2 and 3.
25	Farm yield (nearest 10 pounds).	See footnote 3 on Form, and Instructions, Sec. II, page 4.
26	Total normal production on diverted acreage for years 1935-37.	Calculation as indicated on Form.
27	Total reported marketings for years 1935-37.	Sum of Col. G, lines 1, 2 and 3.
28	Total reported marketings plus total diversion for years 1935-37.	Entry 26 plus entry 27.
29	Three-year average marketings and diversion.	One-third of entry 28.
30	Total adjusted harvested and diverted acreage for years 1935-37.	Sum of Col. F, lines 1, 2 and 3.
31	Total adjusted harvested and diverted acreage for two highest years 1935-37.	Sum of two highest entries in Col. F, lines 1, 2 and 3.
32	Adjusted harvested and diverted acreage for highest year 1935-37.	Largest entry in Col. F, lines 1, 2 and 3.
33-35	Entries as described on Form.	Calculation as indicated on Form.
36	Farm yield.	Same as entry 25.
37	Pounds (nearest 100 pounds)	Largest acreage in Col. C, Sec. II, times farm yield.
38	Adjusted past marketings.	As described on form.

Entry Number	Entry	Source of Entry
39	Cropland in farm.	County office records.
40	County land-cash crops factor (nearest whole percent).	Obtained by dividing the sum of items 7(f), plus the 1937 harvested and diverted acres of flue-cured tobacco, for a representative sample of farms (not less than 20% of the tobacco farms in the county, including tobacco farms from each community) by the sum of the cropland for the same farms.
41	Entry as described on Form.	Calculation as indicated on Form.
42-44	Entries as described on Form.	County office records.
45-47	Entries as described on Form.	Calculations as indicated on Form.
48	Entry as described on Form.	County office records.
49	Adjusted acres cash crops for the farm other than flue-cured tobacco.	Sum of entries 45 through 48.
50	Land available for tobacco.	Entry 41 minus entry 49. If negative, enter zero.
51	Number of families on farm.	Farm Data Sheet, line 10(a).
52	County labor-cash crops factor (nearest whole acre).	Divide the sum of items 7(f) plus the 1937 harvested and diverted acreage of flue-cured tobacco, as obtained for entry 40, by the total number of families on the same farms.
53-55	Entries as described on Form.	As indicated on Form.
56	Entry as described on Form.	Farm Data Sheet, line 15.

Entry Number	Entry	Source of Entry
57.	Entry as described on Form.	Sum of entries 50, 55 and 56.
58.	One-third of acres indicated by land, labor and equipment.	One-third of entry 57.
59.	Farm yield.	Same as entry 25.
60.	Marketings indicated by land, labor and equipment. (nearest 100 pounds)	Calculation as indicated on Form.
61.	Three times adjusted past marketings.	Three times entry 38.
62.	Marketings indicated by land, labor and equipment.	Same as entry 60.
63.	Entry as described on form.	Calculation as indicated on Form.
64.	Marketings indicated by adjusted past marketings and land, labor and equipment.	Calculation as indicated on Form.
65.	One and one-half times 1938 acreage of flue-cured tobacco.	Farm Data Sheet, line 16(a), if available, otherwise line 16(b).
66.	Farm yield.	Same as entry 25.
67.	Maximum marketings indicated by 1938 acreage of flue-cured tobacco (nearest 100 pounds)	Calculation as indicated on Form.
68.	Percentage factor.	(See footnote 4 on Form).
69.	Cropland in farm.	Same as entry 29.
70.	Entry as described on Form.	Calculation as indicated on Form.
71.	Farm yield.	Same as entry 25.

Entry Number	Entry	Source of Entry
72.	Marketings adjusted for minimum crop rotation practices (nearest 100 pounds).	Calculation as indicated on Form.
73.	Minimum marketings in relation to land, labor and equipment and to 1938 acreage of flue-cured tobacco. (Applicable only if line 5(a) was used in arriving at the adjusted past marketings and item 14 is larger than item 12). (nearest 100 pounds).	If applicable, 90 percent of smaller of entries 60 or 67. If not applicable, zero.
74.	Normal marketings.	Smallest of entries 64, 67 or 72 but, if applicable, not less than entry 73. In no case will entry 74 be more than twice as large as entry 38.

FARM QUOTA SHEET

1938 FLUE-CURED TOBACCO MARKETING QUOTA

2 (Township or District)		3 (1938 Operator)		4 (Address)			
Section I. Past Marketings (Adjusted for Abnormal Conditions), and the Soil and Other Physical Factors							
Year	Base Acreage	Harvested Acreage	Diverted Acreage	Adjusted Harvested Acreage 1/	Adj. Har. and Div. Acreage	Marketings (Pounds)	Initialed for Committee by: 2/
A	B	C	D	E	F	G	H
1. 1935	5	8	11	14	17	20	
2. 1936	6	9	12	15	18	21	23
3. 1937	7	10	13	16	19	22	
4. $\frac{24}{\text{(Total Div. Acres 3-yrs.)}} \times \frac{25}{\text{(Farm Yield)}}$ $\frac{3}{\text{(Total Diversion)}}$ $= \frac{26}{\text{(Total Reported Marketings 3-yrs.)}}$ $+ \frac{27}{\text{(Total Reported Marketings 3-yrs.)}}$ $= \frac{28}{\text{(Pounds)}}$ $\times 33-1/3\% = \frac{29}{\text{(Pounds)}}$							

Adjusted Harvested and Diverted Acres 1935-1937		Percent	Farm 3/ Yield Acres (Pounds)	
A	B	C	D	E
5. (a) 30 (Total 3-years)	$\times 33-1/3$	$= 33$	\times	
(b) 31 (Total 2 highest years)	$\times 40$	$= 34$	\times	
(c) 32 (Highest year)	$\times 60$	$= 35$	\times	
			Col. C	
				37 (Pounds)

6. ADJUSTED PAST MARKETINGS. (Use line 5 in all cases unless all reported marketings are substantiated by records acceptable to the county committee, in which case the larger of line 4 or line 5 will be used.)

Section II. Land, Labor and Equipment Available for Tobacco.

7. Land:

(a)	Cropland	39	x	40	%	-----	41
		(Acres)		(County land-cash crops factor)			(Acres)
(b)	1937 harvested and diverted acreage cotton --	42	x	$\frac{1}{2}$		45	(Acres)
		(Acres)					
(c)	1937 acreage peanuts harvested for nuts --	43	x	$\frac{1}{2}$		46	(Acres)
		(Acres)					
(d)	1937 acreage commercial truck and vegetables (including Irish potatoes) -----	44	x	$\frac{1}{2}$		47	(Acres)
		(Acres)					
(e)	1937 harvested and diverted acreage of tobacco other than flue-cured -----					48	(Acres)
(f)	Adjusted cash crops other than flue-cured tobacco (sum of (b) through (e)) -----					49	(Acres)
(g)	Land available for tobacco relative to other farms (item 7(a) - item 7(f)) -----					50	(Acres)

8. Labor:

(a)	51	x	52	=	53	(Acres)
	(Number Families)		(County labor-cash crops factor)			
(b)	Adjusted cash crops for farm other than flue-cured tobacco (Item 7(f)) -----				54	(Acres)
(c)	Acres representing labor available for tobacco relative to other farms (Item 8(a) - 8(b)) -----				55	(Acres)

9. Equipment:

	Curing barns on farm in condition for use in 1938 (allowing average capacity) -----	56	(Acres)
10.	Total of acres representing land, labor and equipment available for tobacco (7(g) plus 8(c) plus 9) -----	57	(Acres)
11.	MARKETINGS INDICATED BY LAND, LABOR AND EQUIPMENT:		

58	(acres)	x	59	3/	=	60	(Pounds)
(1/3 of item 10)			(Farm Yield)				

Section III. Determination of Normal Marketings of Tobacco.

12. Marketings indicated by adjusted past marketings and land labor and equipment:

61	+	62	=	63	÷	4	=	64
(Item 6 x 3)		(Item 11)		(Pounds)				(Pounds)

13. Maximum marketings indicated by 1938 acreage of tobacco:

65	x	66	3/	=	67	(Pounds)
($\frac{1}{2}$ x 1938 acreage of flue-cured tobacco)		(Farm Yield)				

14. Marketings adjusted for minimum crop rotation practices:

68	4/	x	69	=	70	x	71	3/	=	72	(Pounds)
(Percent)			(Cropland)		(Acres)		(Farm Yield)				

15. Minimum marketings in relation to land, labor, and equipment and to 1938 acreage of tobacco. -----

5/ 73 (Pounds)

16. NORMAL MARKETINGS (Smaller of items 12, 13 or 14 but, if applicable, not less than item 15). 6/ -----

74 (Pounds)

(over)

- 1/ Where the committee finds that in any of the three years 1935-37 an acreage less than 60 percent of the base acreage for such year under the agricultural adjustment or conservation program was harvested because of flood, drought, hail or blue-mold, the harvested acreage for such year shall be adjusted to 70 percent of the base acreage.
- 2/ One county committeeman (or a clerk designated by the committee) will initial for county committee if all reported marketings have been substantiated by records acceptable to the committee. The county committee will not initial in any case where an adjustment has been made in the reported marketings for any year by the community or county committee as shown in Column F of Section IV of the Farm Data Sheet.
- 3/ If available, use 1935 farm yield adjusted to not more than 300 pounds above or below the 1935 county yield; otherwise use the 1935 community yield (See Sec. II, A 3 of Form 38-Tobacco 11 for instructions regarding adjustments for abnormal conditions).
- 4/ Maximum of 40 to 50%, increasing 1% from 40% to 50% for each acre by which cropland is less than 25 acres.
- 5/ Item 15 will be applicable only if line 5(a) was used in arriving at the adjusted past marketings and item 14 is larger than item 12. If applicable, item 15 will be 90 percent of the smaller of item 11 or item 13. If not applicable, item 15 will be zero.
- 6/ In no case shall the normal marketings for any farm be more than twice as large as item 6.

(S E A L)

Done at Washington, D. C.,
this 16th day of June 1938.
Witness my hand and the seal
of the Department of Agriculture.

J. A. Wallace

Secretary of Agriculture.